

**VACANCY ANNOUNCEMENT**  
**2010 Census**  
**U.S. DEPARTMENT OF COMMERCE**  
**Bureau of the Census**  
**Detroit Regional Census Center**

<b>OPENING DATE:</b>	11/07/2008	<b>ANNOUNCEMENT NO.</b>	DET 24-9-013
<b>CLOSING DATE:</b>	12/07/2008	<b>DUTY LOCATION:</b>	Charleston, WV Local Census Office
<b>POSITION TITLE:</b>	Administrative Assistant		
<b>PAY RATE:</b>	\$11.25/hour		
<b>NUMBER OF VACANCIES:</b>	One (1).		
<b>EXCEPTED SERVICE APPOINTMENT:</b>	Schedule A Appointment, not-to-exceed one year, with the possibility of extension.		
<b>AREA OF CONSIDERATION:</b>	<i>All U.S. citizens.</i>		
<b>WORK SCHEDULE:</b>	This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.		
<b>WHO MAY APPLY:</b>	Those listed in the area of consideration ( <i>see above</i> ).		

**DUTIES: Administrative Assistant**

Incumbent serves as an Administrative Assistant to the Local Census Office manager. Receives and reviews incoming correspondence and other materials. Incumbent answers inquiries of a non-technical nature and drafts replies and attaches pertinent background material to correspondence of a more complex nature. Forwards appropriate materials and other correspondence to members of the staff for their action. Monitors and controls documents requiring action by a specific date and insures such deadlines are met. Screens calls and refers them to appropriate staff members. Maintains supervisor's calendar and schedules appointments and meetings. Briefs supervisor on appointments and meetings. Makes all necessary arrangements for meetings. May be asked to attend some meetings. Sets up and maintains files.

**QUALIFICATIONS:**

Applicants are required to pass the Bureau of the Census Field Employee Selection Aid, D-267, written exam. Take the practice test [here](#). Application must also reflect demonstrated experience related to the specified duties listed above.

**HOW TO APPLY:** Facsimile and emailed applications will not be accepted.

**Each applicant must submit:**

**Step One:** The application; the following formats may be used:

- a) [Optional Application for Federal Employment \(OF-612\)](#), *or*
- b) A **resume** for this position, listing your work duties and accomplishments relating to the job for which you are applying, *or*
- c) **An Application for Federal Employment (SF-171)** – this form is obsolete but may be used

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **This information must be listed in your application packet. Failure to provide this information may result in loss of consideration.**

- > Recruiting Bulletin Announcement number (i.e. DET-24-9-XXX), title (i.e. Administrative Assistant), and duty location (i.e. Charleston). Do not mail a copy of the vacancy announcement as proof for the position you are applying
- > Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- > Social Security number
- > Country of citizenship (**this Federal job requires U.S. citizenship**)

- > Veterans' Preference – Applicants claiming 10-point veterans' preference **must** submit an [SF15, Application for 10-Point Veterans' Preference](#), with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received). Applicants claiming 5-point veterans' preference must submit a DD-214 to receive preference (Member Copy – 4, if applicable). The DD-214 must show the type of discharge (i.e. Honorable/General)
- > Highest Federal civilian grade held (if applicable)
- > Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements and type of degree received. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university
- > Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer
- > Job-related training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), honors and awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.)
- > Use of any Government agency envelopes to file job applications is a violation of federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted
- > Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (313.396.5200)

**Step Two:** Complete an [OF-306, Declaration of Federal Employment](#).

**Step Three:** Take and pass the written exam. Those applicants that are qualified candidates will be contacted by the agency to schedule a testing date and time.

**APPLICATION** Application materials must be received by the closing date of the recruiting bulletin.  
**DEADLINE:** Applications received after this date will not be considered.

Send all application information to:

**Bureau of the Census**  
**Detroit Regional Census Center**  
**300 River Place Ste. 2950**  
**Detroit, MI 48207**  
**ATTN: Human Resource Specialist**

For further information on this vacancy you may contact, Susan Kreft, Human Resource Specialist, at (313) 396-5333.

**Payment of relocation expenses IS NOT authorized.**

**CONDITIONS OF EMPLOYMENT:**

- > This is a Mixed-Tour work schedule that may be changed from full-time, to part-time, or intermittent to accommodate fluctuating workloads
- > Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment
- > You will be required to complete a [Declaration of Federal Employment \(OF-306\)](#) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in you application. If you make false statements in any part of your application you may not be hired, or you may be fired after you begin work, or you may be fined or jailed
- > Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship)

**THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.